

MAINE STATE PLANNING OFFICE

CODE ENFORCEMENT TRAINING & CERTIFICATION PROGRAM

MUNICIPAL NOTICE OF CODE ENFORCEMENT OFFICER APPOINTMENT

This notification is required annually by State Law.

Name of Municipality: _____

Mailing Address: _____

PRIMARY CEO

Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

Please mark only those areas that the CEO is responsible for.

☐ Shoreland Zoning Ordinances ☐ Land Use and Zoning Ordinances

ALTERNATE/DEPUTY CEO

Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

Please mark only those areas that the CEO is responsible for.

☐ Shoreland Zoning Ordinances ☐ Land Use and Zoning Ordinances

PRIMARY BUILDING OFFICIAL

Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

Please check the box(es) below for the codes the building official is appointed to enforce.

☐ Residential Building ☐ Commercial Building

☐ Residential Indoor Ventilation ☐ Commercial Indoor Ventilation

☐ Residential Energy ☐ Commercial Energy ☐ Residential Radon

ALTERNATE/BUILDING OFFICIAL

Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

Please check the box(es) below for the codes the building official is appointed to enforce.

☐ Residential Building ☐ Commercial Building

☐ Residential Indoor Ventilation ☐ Commercial Indoor Ventilation

☐ Residential Energy ☐ Commercial Energy ☐ Residential Radon

PRIMARY LPI

Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

ALTERNATE/DEPUTY LPI

Circle one: Initial Appointment Re-Appointment On-going

NAME: _____ Email: _____

(RE)APPOINTMENT DATE: _____

ATTEST

The individual(s) named above has been officially appointed and sworn to serve as the official indicated with the enforcement responsibilities inherent to that office:

Attest – Municipal Clerk Title Date

The following CEO/LPI is no longer employed by Town:_____

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Notes:

1. A Code Enforcement Officer who has not achieved certification in all areas of his/her job responsibilities within one (1) year of initial appointment may not be reappointed, unless a written extension of the certification deadline was granted to the municipality by the Office.
2. For information regarding municipal responsibilities under Title 30-A § 4451 or certification of CEO's, consult your information booklet, Municipal Code Enforcement Officers Training and Certification Guide.
3. Every municipality must file a certificate of appointment or its equivalent on an **annual** basis upon appointment or reappointment of the code enforcement officer, plumbing inspector, and building official. A copy of this form may be substitute for the certificate of appointment. This form is on our website: <http://www.maine.gov/spo/ceo/>
4. "Enforce" means that a municipal building official either takes action to inspect buildings in accordance with 25 MRSA, sections 2351-2361, or to review inspection reports of third-party inspectors for accuracy, pursuant to a duly adopted municipal ordinance.

Return this form to: DECD PHONE: 624-7507
CEO Training & Certification Program FAX: 287-8070
59 State House Station
Augusta, ME 04333-0038
brianne.hasty@maine.gov